

Vacancy Details

Personnel Notice:	66-15
Date Announced:	06/22/2015
Closing Date:	7/6/2015
Command:	CNIC
Grade:	GS-13/GS-14
Type:	Assistant Counsel

There is an anticipated vacancy for an attorney to serve as an Assistant Counsel, Commander, Navy Installations Command (CNIC), at the CNIC Office of Counsel located at the Washington Navy Yard, Washington, D.C. CNIC's mission is to provide consistent, effective, and efficient shore installation services and support to sustain and improve current and future Fleet readiness and mission execution. The CNIC Office of Counsel is under the general supervision and coordination of the Department of the Navy (DON) Office of the General Counsel (OGC) and provides legal services to CNIC and its Regions. More information about CNIC can be found at www.cnic.navy.mil.

The focus of the CNIC OGC practice is installation management law, which includes business and commercial law (including appropriated and non-appropriated fund contracts); civilian personnel law (appropriated and non-appropriated fund personnel); environmental and land use law; real and personal property law; fiscal law; community and legislative relations; military community welfare and recreation support; ethics/standards of conduct, and litigation. The successful applicant will focus primarily on facilities, real property, energy, and environmental law, including providing legal advice and representation with respect to the whole array of property laws, Federal and State environmental laws, utility/energy laws, Base Realignment and Closure matters and other legal services involving CNIC headquarter and region issues. Legal services will include reviewing and interpreting complex documents involving the National Environmental Policy Act, legislative jurisdictional analyses, compliance orders, real estate permits, licenses and leases, utility contracts, public/private venture agreements, etc. and assisting or preparing cases for attorneys from the Naval Litigation Office, the U.S. Attorney's Office and the Department of Justice, including responding to litigation holds. This position may also be responsible for providing advice regarding the Freedom of Information Act (FOIA)/Privacy Act. The selectee will also be provided opportunities to perform the full range of OGC practice areas identified above. This position will report to the Senior Associate Counsel (Facilities/Environment).

This position has a full performance level of GS-14 and will be filled at either the GS-13 or GS-14 level. The actual grade level will depend on the qualifications and relevant experience of the candidate selected. To be selected at the GS-13 position, the applicant must have in excess of two years of professional relevant legal experience. To be selected at the GS-14 position, the applicant must have at least three-and-one-half years of professional relevant legal experience.

Applicants will be evaluated on: (1) their experience in the environmental or real estate law areas; (2) their research, analytical, and writing skills; (3) the strength of their communication skills and ability to establish rapport and to develop strong attorney-client relationships; and (4) their ability to work both independently and as part of a team with a variety of colleagues. Experience in other OGC practice areas will be considered, but is not required.

The successful candidate must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET clearance.

Interested attorneys should contact Ms. Margaret Howard, Senior Associate Counsel (Facilities/Environment), at (202) 433-9814.

Applicants must submit a cover letter explaining their interest in the position, along with a resume, two writing samples (NO MORE than 10 pages in length, but may be a portion of larger document), two most recent performance appraisals (if available), and the names and telephone numbers of at least three references who can speak to their professional qualifications (other than current supervisors) and whom may be contacted. Applications should include current grade (if applicable), salary requirements, and projected availability. Attorneys who have graduated from law school within the last five years (since 2010) must provide a copy of their law school transcripts, including class rank, with the application package. Current federal employees must also provide a copy of their most recent SF-50.

Electronic submissions are highly encouraged and should be sent to CNICOGCJOBS@navy.mil.

If electronic submission is not possible, the requested information should be sent to:

Tanya Brown

Commander, Navy Installations Command (OGC)

716 Sicard St. SE

Washington Navy Yard, DC 20374-5140

This personnel notice will close at 11:59 PM, EDT on July 6, 2015, and applications must be received by that date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

If relocation expenses are a requirement, the applicant should state that on the application. Relocation expenses may be paid, but are not guaranteed.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.